

Business Continuity Planning Process Diagram:

Business Impact Analysis	Recovery Strategies	Plan Development	Testing & Exercises
Develop questionnaire	Identify and document resource requirements based on BIAs	Develop plan framework	Develop testing, exercise and maintenance requirements
Conduct workshop to instruct business function and process managers how to complete the BIA	Conduct gap analysis to determine gaps between recovery requirements and current capabilities	Organize recovery teams	Conduct training for business continuity team
Receive completed BIA questionnaire forms	Explore recovery strategy options	Develop Relocation Plans	Conduct orientation exercises
Review BIA questionnaires	Select recovery strategies with management approval	Write business continuity and IT disaster recovery procedures	Conduct testing and document results
Conduct follow-up interviews to validate information and fill any information gaps	Implement strategies	Document manual workarounds	Update BCP to incorporate lessons learned from testing and exercises
		Assemble plan; validate; gain management approval	

Instructions: Each column flows into the next and is continuously re-evaluated through the testing and exercises.